

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 November 1971

FILE

*Personnel*

SECURITY

30 October 1970

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### VISITOR CONTROLS

1. The General Services Administration has imposed visitor controls on Federal buildings which include closing nonessential entrances and inspection of all packages by building guards.

2. Agency buildings have always been closed to the public and have been subject to strict visitor controls. Nevertheless, it is considered prudent at this time to extend these visitor controls to ensure that explosives, weapons or incendiaries are not carried into Agency facilities.

3. Effective immediately, each visitor will be required to permit building guards to inspect parcels, packages, and briefcases brought into the building. An exception may be arranged where the visitor is sufficiently well known to the Agency sponsor to permit his vouching that inspection is not necessary. The visitor escort will provide the receptionist with verbal authority to this effect. The receptionist will stamp the visitor slip thereby authorizing the guard to waive examination.

4. In an instance where a visitor desires to leave personal luggage in the reception area while conducting business in Agency offices, the luggage will be subject to inspection before the visitor is escorted to the sponsor's office. A similar exception procedure will obtain.

5. With the assistance of Agency personnel and their visitors, it is believed that these controls can be implemented with a minimum of inconvenience.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

[Redacted Signature Box]

*for* R. L. BANNERMAN  
Deputy Director  
for Support

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3. Effective immediately, each visitor will be required to permit building guards to inspect parcels, packages, and briefcases brought into the building. An exception may be arranged where the visitor is sufficiently well known to the Agency sponsor to permit his vouching in writing that inspection is not necessary. The visitor escort will provide the entrance guard with an appropriate note to this effect.

4. In an instance where a visitor desires to leave personal luggage in the reception area while conducting business in Agency offices, the luggage will be subject to inspection before the visitor is escorted to the sponsor's office. A similar exception procedure will obtain.

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**R. L. BANNERMAN**  
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